

RECORDS RETENTION AND DISPOSAL SCHEDULE

Office of Central Services
Administrative Services Div.

Prince George's Co. Government

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>General Correspondence Files</u> consisting of official correspondence of the Division; reports, statistics, purchase requisitions & orders; budget records, personnel rosters & Division copy of personnel transactions, and other official transactions. 1974 - Present	Cut off at end of fiscal year; retain for three (3) additional years; then destroy.
2.	<u>Forms Control Records</u> consisting of 5"x8" card, Forms Register (P.G.C. 903); Forms Management Activity Record (P.G.C. 904); Request for Approval & Development of Form (P.G.C. 796); Request for Review of Form (P.G.C. 797); Analysis of Annual Review (P.G.C. 1016); Forms Indexes; file copies of all approved forms, and other official transactions. 1974 - Present	Cut off when form is obsolete; maintain permanently.
3.	<u>Records Management Control Records</u> consisting of approved Records Retention & Disposal Schedules for all County Departments/Agencies; (P.G.C. 1354 & 1354a), Certificate of Records Disposal (P.G.C. 1355), Request for Records (P.G.C. 1899); Records Transmittal & Receipt (P.G.C. 1907), and other official transactions. 1958 - Present	Maintain permanently.
4.	<u>Microfilm Center Control Cards</u> consisting of Certificate of Camera Operator (P.G.C. 4), Microfilm Delivery List (P.G.C. 733), Missing File Target (P.G.C. 1601), Retake Report (P.G.C. 1960), Production Worksheet (P.G.C. 1998), Start of Retake Section Target (P.G.C. 2001), End of Retake Section Target (P.G.C. 2002), Film Log Report (P.G.C. 2004), Certificate of Records Disposal (P.G.C. 1355), and other official transactions. 1970 - Present	Cut off at end of fiscal year; maintain permanently.
	<u>Mail Room Control Records</u> consisting of Daily Mail Tally (P.G.C. 2123), Daily Record of Meter Register Readings (P.S. Form #3602-A), United Parcel Service Records, Meter Money Receipt (P.S. #3603), Certified Receipts (P.S. 3811 & 3800), Internal Registered Receipt Log.	Cut off at end of fiscal year; retain for two (2) additional years; then destroy.

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Schedule approved by Department, Agency or Division Representative

Howard V. Dorek
Signature

Chief, Adm. Svcs. Div.
Title

1/26/79
Date

Schedule Authorized by Hall of Records Commission

~~Processed and indexed by Records Management Division~~

3/22/79
Date

Edward C. Gierke
Archivist

1/26/79
Date

Howard V. Dorek
Records Mgr.

Distribution: White - Hall Of Records, Green - Hall Of Records, Canary - ~~Ext. of Public Works~~, Pink - Records Manager, Gold - Records Center, Blue - Department/Agency.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE

NO. C-487

PAGE

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Description

Retention

P.O. Receipt for Money for Permits (P.S. 3544), and other official transactions.
1974 - Present

6. Photographer Control records consisting of Photo Assignment Request (P.G.C. #1439) and other official transactions.
1976 - Present

Cut off at end of fiscal year; retain for three additional years; then destroy.

7. Printing & Reproduction Control Records consisting of Request for Printing & Reproduction Services (P.G.C. 794), Print Shop Job Log (binder format); Job Control Slip (P.G.C. #1307); Print Shop Charge Sheet (P.G.C. #792); Batch Control Slip (P.G.C. #793); Job Analysis (P.G.C. #884); Copy Center Charges (P.G.C. 1951); copies of job samples; and other official transactions.
1973 - Present

Cut off at end of fiscal year; retain for three additional years or until audited; then destroy.